

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

Facilities Development Manager

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, May 22, 2015 @ 5:00 PM

SALARY

\$9,236 – \$11,545 per month

THE POSITION

The Facilities Development Manager reports to the Assistant Public Works Director/City Engineer and is responsible for directing the activities of the Facilities Development Division. This position ensures Division projects are completed on time, within budget and of the specified quality. The primary function of the position is to direct the construction of complex public infrastructure and building projects from establishment of project scope through completion of construction through communication with City staff, inspectors, design and construction teams; to coordinate construction activities with other City Departments, Divisions and outside agencies including consultants, engineers, developers and contractors; and to review project progress and quality of construction. The Facilities Development Manager oversees \$10-\$21 million dollars in annual project load, ranging in size from \$100K to \$28M for individual projects. The manager provides day-to-day performance monitoring and feedback and is responsible for full management of scoping, design, bid analysis, and contracting, along with fiscal management of each project and a group of projects to meet the City's financial and schedule targets.

EXAMPLES OF DUTIES

- Directs a team of professionals, technical assistants, consultants and City staff in the planning and preparation of plans and specifications for the development and construction of City facilities, parks, and other capital improvement projects. Works with contractors and consultants performing of construction management and inspection activities to ensure construction practices are in compliance with standard

City practice. Directs City staff and coordinates activities of capital projects to ensure projects progress on schedule and within prescribed budget, and modifies schedules or plans as required.

- Support the Parks & Community Services Director in the development of park improvements and expansion projects, development of improved and new community facilities, and key public facilities offering recreational, cultural and human services to the community.
- Incumbent may serve as project manager for complex capital improvement projects in the City.
- Analyzes, implements and monitors short- and long-term plans, goals and objectives focused on achieving the Division's mission and assigned priorities, participates in the development of and monitors performance against the annual operating and capital improvement budgets; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve the Division's goals, objectives and work standards.
- Provides direction of the Facilities Development Division for the coordination of capital improvement programs with City operations staff to insure input during program development and design, and smooth transfer of new capital facilities and parks to City operations following construction.
- Analyzes the feasibility of proposed capital improvement projects and makes recommendations to the Public Works Director and other City departments regarding project viability.
- Directs and oversees the preparation of specifications and bidding documents for the design, construction, renovation and landscaping of the City's parks, recreation and municipal facilities; drafts Requests for Proposals for consultant services required to develop and complete projects; solicits, reviews and recommends award of contracts; manages and evaluates the work of contractors.
- Serves as liaison to various City departments on specific capital improvement projects, including but not limited to development of project time lines, cost estimates, consultant contracts, scope of work, acquisition, environmental review, pre-design, design, and construction of capital improvements.
- Solicits and implements community outreach strategies and activities for capital improvement projects to ensure broad-based community participation in the design process.
- Coordinates the negotiation with developers or contractors for the development and construction of public facilities, parks and other landscape areas.
- In consultation with the Parks and Community Services Director, conducts research, analysis and reports regarding the City's current and future public facilities and parks as identified in the Parks and Recreation Master Plan.
- Maintains records and prepares a variety of reports. Responds to inquiries regarding the status of projects. Develops and disseminates informational materials.
- Assists in the development of the City's Capital Improvement Plan.
- Provides technical and managerial guidance and assistance to departmental and other City staff.
- Represents the City with other agencies, organizations and individuals.
- Prepares, administers, and reviews grant applications as applicable.

QUALIFICATIONS

1. Education: Graduation from an accredited college or university with a bachelor's degree in park planning and design, landscape architecture, urban planning, public administration, architecture or a closely related field. A Master's degree in an applicable field is desirable.
2. Experience: Four years of progressively responsible experience in a public agency with direct project experience managing the development of public facilities including two years of administrative and/or lead supervisory experience; a Master's degree in an applicable field may be substituted for one year of required experience.

3. Licenses, Certificates and Special Requirements: Possession of a Landscape Architect license or Architect license issued by the State of California and a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

KNOWLEDGE OF

- Principles, practices and techniques of public administration, as applied to the design and construction of public facilities and parks.
- Principles and practices of municipal buildings, facilities development, recreation facility design, and park design.
- CEQA environmental process, statutes, regulations and internal standards as applied to public capital projects.
- Modern principles and practices used in acquisition, master planning, designing, project management, and construction management of public capital improvements.
- Computer software applications, including word processing, budgetary, project cost management and scheduling programs.
- Public park, recreation, building and facilities systems, including but not limited to mechanical, plumbing and irrigation, electrical, security, communications and data, parking, public access, landscape planning, ADA and handicapped improvements.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Principles and practices of sound business communications.
- Principles and practices of contract administration, budget preparation, budget administration, goals and objectives development, work planning and prioritizing.
- Methods, strategies, and practices of community organization, outreach, and citizen participation.
- Supervisory principles and practices including training, evaluating, and mentoring.

ABILITY TO

- Plan, organize, assign, direct, review and evaluate Division activities.
- Express ideas effectively in comprehensive written and oral presentations.
- Select, train, motivate and evaluate assigned staff.
- Work independently under minimal supervision.
- Prioritize workload of programs, self and assigned staff.
- Set program and project level goals and objectives, administer, plan, direct, and organize a complex and diverse program of public facility and park development and capital improvements projects.
- Establish and maintain effective working relationships with management, subordinates, co-workers, consultants, contractors, representatives of other agencies, the general public, using customer service and public relations techniques.
- Exercise sound judgment within established programs and procedural guidelines.
- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities.
- Negotiate contracts with and coordinate project consultants.
- Identify and justify budgetary resources necessary to develop facilities and parks under assigned areas of responsibility.
- Establish and maintain the necessary record keeping systems for management of facility and park development program.
- Review and interpret designs, plans and specifications for compliance with current standards, law, codes and regulations for solutions to problems, cost estimating and constructability.

- Learn, interpret, and apply City, Department and Division rules, regulations, policies and practices.
- Analyze complex problems, evaluate alternatives and make creative recommendations; prepare clear and concise reports, correspondence and other written materials and make clear oral presentations.
- Work well under the urgency of deadlines; deal constructively with conflict situations; exercise sound independent judgment within general policy guidelines.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including the application of project management techniques.
- Utilize a personal computer to perform word process, spreadsheet and specialized functions.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **FACILITIES DEVELOPMENT MANAGER** position is **\$9,236 - \$11,545** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 3.95% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to 1,426.83 per month
- Post-retirement medical benefits; vesting requirement
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 32 hours
- Approximately 24 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 17 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors, which totals approximately 35 in the department.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies,**" "**City of Dublin,**" then on "**Facilities Development Manager,**" and "**Apply Now.**" Applications must be received by 5:00 p.m. on Friday, May 22, 2015. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.